

Classification: Financial Analysis and Policy Officer, NH-0501-IV**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Project Support Group3rd Div: Finance Directorate4th Div: Matrix Division

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Lorraine B. Hotz**Title:** Director of Finance (Acting)**Signature:** _____/s/_____ **Date:** 5/19/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____/s/_____ **Date:** 5/22/03

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG, USA**Title:** Program Executive Officer**Signature:** _____/s/_____ **Date:** _____**FLSA:** Exempt **BUS Code:** 8888 **CL:** 433**Drug Test:** No**Emergency Ess:****Key Position:****OPM Functions Code:****Sensitivity:** NCS**Status:** Competitive**Reason for Submission:** New**Subject to IA:** No**Previous PD Number:****Mobilization:****Envir. Diff:****Career Prg ID:** 11**Acq Posn Category:** K**CAPL Number:****Acq Career Level:** 3**Acq Posn Type:** 1**Acq Special Asgmt:****Acq Prog Ind:****Career Spec – Primary:****Career Spec – Sec:****Cont Job Site:****Mobility:****Financial Disclosure:** [] Public Financial [X] Confidential Financial

[X] Supervisor [] Manager [] Neither

Citation 1: Professional and Administrative Work in the Accounting and Budget Group, GS-0500 Dec 2000**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in the Matrix Division, Finance Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position Information:

Financial Analysis and Policy Officer, NH-501-IV

III Duties:

This position is the Division Chief, Matrix Division and senior financial analyst and consultant for PEO STRI covering a broad spectrum of areas ranging from operational concepts to financial policies and procedures. Receives and administers general financial policies, procedures and guidance from the Financial Director and independently identifies issues to be analyzed or resolved. Represents the Financial Directorate at meetings and conferences with senior level management both internal and external to PEO STRI ranging from Headquarters, Department of the Army (HQDA), Office of the Secretary of Defense (OSD), and other agencies and organizations.

Interprets financial policies and procedures generated by higher headquarters to include implications of immediate and long-range management activities, plans and decisions. Develops, coordinates, and publishes PEO financial directives and procedures and provides guidance on their impact on the financial management process. Advises senior staff in the preparation of comprehensive financial policies covering all phases of operations relating to PEO mission.

Presents analysis in a variety of means, including formal written studies and oral presentations.

Based on PEO STRI's requirements, utilizes a variety of sources across DA and OSD staffs as well as other external organizations to gather financial information. Provides analysis to respond to questions or requests for independent perspectives.

Develops presentations and briefings for the Financial Director's presentation. Collaborates with the Financial Director to develop the most effective articulation of his/her perspective and priorities for presentation before a wide range of audiences.

Manages financial matrix personnel and provides financial manpower resources to the Core Business Units. Determines area of assignment to Core Business Units to assure full coverage of operations, proper training development, use and motivation of the work force and effective personnel oversight.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of PEO STRI's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Performs other duties as assigned.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals.

Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision

Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication

Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Expert knowledge of financial control and budget systems and management

Expert knowledge of Army, Navy and DoD policies, procedures and regulations governing financial issues

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the

organizations studied or served, and related customers, functions, resources, and users

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Ability to develop, prepare, coordinate, staff, and implement policies, procedures, programs, and directives

Ability to advise others

Ability to negotiate

Ability to provide guidance to customers

Ability to communicate orally and in writing

Ability to give oral presentations

Ability to supervise and lead others.